

REQUEST TO PROCUREMENT DIVISION FOR SERVICES (other than property or building maintenance and repairs)					
OFFICE/OIV/BR Support Services Staff		REQUEST NO.	DATE OF REQUEST	I CERTIFY THAT FUNDS IN THE ESTIMATED AMOUNT OF \$ 2,448.00 ARE AVAILABLE. CHARGE TO FAN _____	
PROJECT TITLE	PROJECT OR CONTACT OFFICER		EXTENSION	SIGNATURE OF BUDGET OFFICER	DATE
CON		PROPOSAL NO. AND DATE		CONTRACT & TASK ORDER NO. (if known)	
APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS					
TECHNICAL INSPECTION IS REQUIRED BY <input type="checkbox"/> RECEIVING DEPOT T & I <input type="checkbox"/> TECHNICAL MONITOR					
<input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT:					
ITEMS TO BE REDELIVERED TO:					
RESEARCH/DEV	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable)				
GRANT					
REPAIR					
MAINTENANCE					
MODIFICATION					
STERILITY	CONTRACT CLASSIFICATION	WORK CLASSIFICATION	HARDWARE CLASSIFICATION	REPORTS CLASSIFICATION	
SC 0					
SC 1					
SC 2					
SHORT SUBSTANTIVE TITLE AND/OR DESCRIPTION OF SERVICE TO BE PERFORMED					
<p>The Analysts from _____ will conduct a paperwork and information management reconnaissance study of the files and related procedures of the medical staff operations in order to identify and define records system problems and to provide alternative strategies for management studies most likely to achieve their optimum solutions. Interrelating records systems and procedures such as personnel and security will be observed for interfaces with the medical paperwork and information management systems.</p>					
25 YEAR RE-REVIEW					
(See reverse for specific information required on R&D requests.)					
APPROVAL					
DESIGNATION	SIGNATURE			DATE	
PROCUREMENT DIVISION USE					
DATE RECEIVED IN PD	RECORDED BY	SECTION ASSIGNED TO	NEGOTIATOR		

1. JUSTIFICATION FOR SOURCE SELECTION

The [redacted] has specialized skills in the field of paperwork as applied to the Federal Government as well as in microform and automation. It has developed a reconnaissance-in-depth technique which permits a sampling of procedures from the records themselves with a minimum of personal interviews and less disruption than in the old fashioned survey technique.

2. PROPOSAL

To conduct a study of the medical records systems and interrelated personnel and security paperwork procedures to identify and define problem areas and strategies for their solution.

3. DELIVERABLE ITEMS

REPORTS REQUIRED 5 NO. OF COPIES ☐ MONTHLY ☐ INTERIM ☐ QUARTERLY ☒ FINAL

1 - DD/S 2 - Medical 1 - SSS 1 - RAB

HARDWARE (state type and number)

OTHER

4. GFE REQUIRED

GOVERNMENT FURNISHED EQUIPMENT to be provided will include a safe cabinet for overnight lock up of analyst materials during survey, desk space, and an escort or liaison officer from the Agency.

5. SPECIAL INSTRUCTIONS